

# VIEWING AN EMPLOYEE'S GOALS, TASKS, COMMENTS, REVIEWS

Description: Using the MY TEAM function, NCVIP Liaisons can view the goals, tasks, comments, and workplans for staff they are authorized to view.

1. Under the **MY TEAM** tab select **MY TEAM**



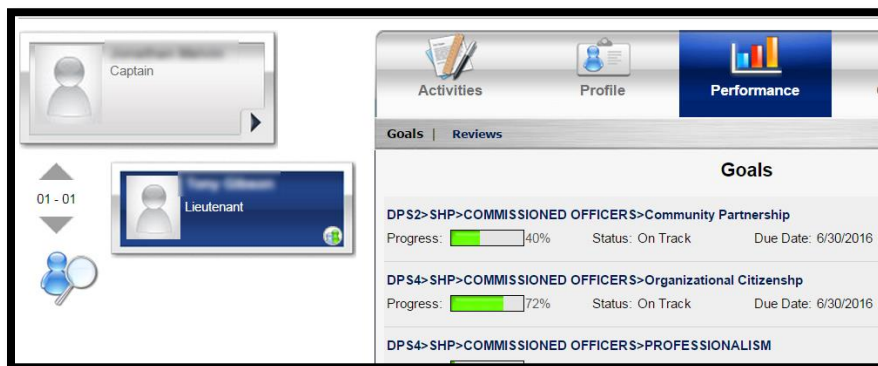
2. Select the search icon,



3. Enter the information for the staff member you wish to view and click **SEARCH**.

The screenshot shows a 'Search My Team' dialog box. It has two input fields: 'First Name:' and 'Last Name:'. Below these fields are three buttons: 'Close', 'Clear All', and 'Search'. A red arrow points to the 'Search' button.

4. Click on the employee you searched for.
5. Select the **PERFORMANCE** tab. From here you will be able to view individual goals as well as any reviews.

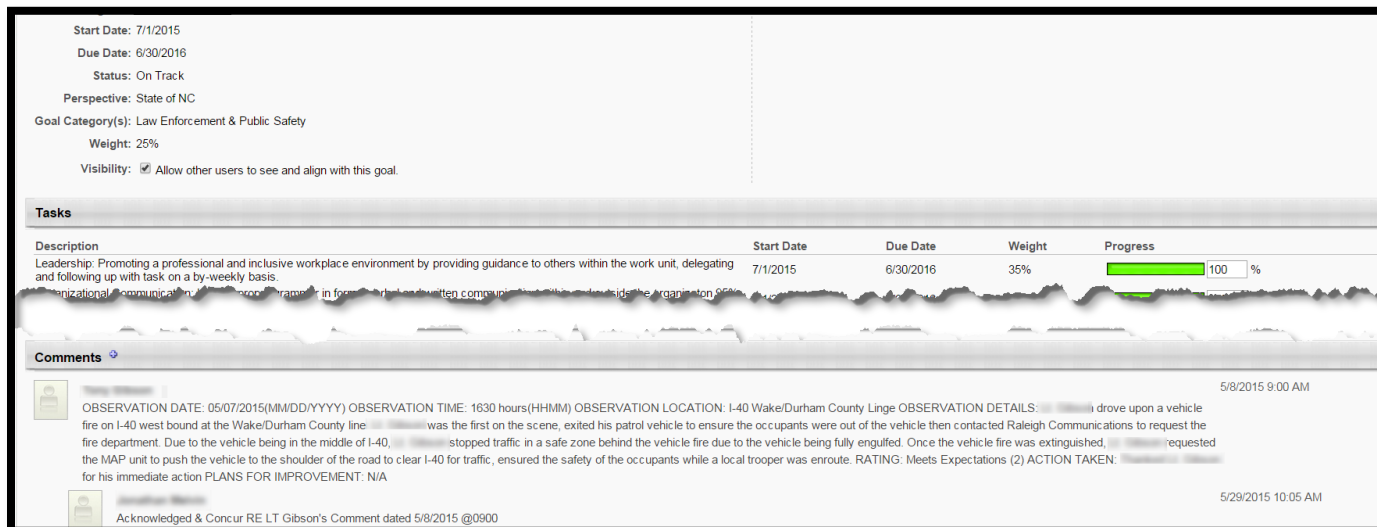


## Viewing Individual Goals, Tasks, and Comments

1. Ensure that you are on the **GOALS** portion of the PERFORMANCE tab.



2. To view a specific goal, click that goal title.
3. You will then be able to see the Goal specifics including tasks, progress, and comments.



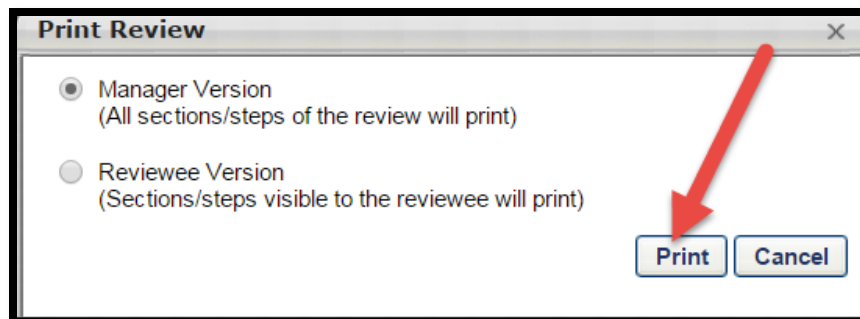
## Viewing a Review/Workplan

**NOTE: ONLY REVIEWS, PLANS, ETC THAT ARE IN A COMPLETED STATUS MAY BE VIEWED.**

1. Locate the employee through the MY TEAM steps above.
2. On the PERFORMANCE tab select **REVIEWS**



3. From this tab you will be able to see any COMPLETED workplans, reviews, development plans, etc.
4. Select the plan you wish to view. A Print Review box will open. You can select either version. Select **PRINT**.



5. The pdf of the plan, review, etc will open in another window.